

City of Evansville Common Council
Special Meeting
City Hall, 31 S Madison St, Evansville WI 53536
Thursday, **September 22, 2022**, 5:00 p.m.

MINUTES

1. **Call to order**, by Mayor Duggan at 5:15 pm
2. **Roll Call**:- Members present: Mayor Dianne Duggan, Alderperson Jim Brooks, Joy Morrison, Ben Corridon, Erika Stuart. Ben Ladick joined the meeting virtually. Gene Lewis arrived at 5:22 pm. Others present: City Administrator Jason Sergeant, Deputy City Clerk Leah Hurtley, City Treasurer Julie Roberts, Community Development Director Colette Spranger, Police Chief Patrick Reese, Lt. Chris Jones, Judge Tom Alisankus, Library Director Megan Kloeckner and Municipal Services Director Chad Renly, Bill Lathrop, Evansville Today, Roger Berg, citizen. Members absent; Cory Neeley, Susan Becker.
3. **Approval of Agenda – Brooks made a motion, seconded by Corridon, Motion carried 5-0.**
4. **Civility reminder**
5. **Citizen appearances - None**
6. **New Business**

A. 2022 Budget Presentation.

- (1). **Municipal Court** – Judge Alisankus discussed additional amount court maintenance & repair in order to collect amounts due (average 35%-40%) and timeline to expect funds. Jails not taking municipal cases.
- (2). **Library** – Megan detailed year-to-date numbers are increased over last year. Asking for significant increase in budget for library staff based on Baker Tilly wage study. Slideshow presentation included the following budget highlights:
 - \$5,333 – Increase in 21-43720-550 “County Grant.” This money comes from Rock County.
 - \$1,700 – Increase split between 21-55700-371 “Adult Books” and 21-55700-372 “Children’s Book. This will keep us compliant with the agreement with the Arrowhead Library System as well as account for increase costs.
 - \$1,700 – Decrease in 21-55700-373 “Reference Books.” The money cut from this line item was moved into adult and children’s books.
 - \$44,000 – Increase in 21-55700-110 Salaries and other associated funds (insurance, etc.) We will be implementing the adopted wage study which includes bumping staff up to the level they should be at per the study, the COLA increase for 2023, and a potential increase upon a positive performance review.

Discussion: Joy, ‘outside services’. Erika, fighting against every other employer that pays more than \$8 per hour. Ben Corridon, when would

wage increase take effect? Answer, Jan 1st, 2023. Joy, number increases indicate library usage is valued in community & thank you.

- (3). Police Department – Chief Reese, wages uncertain, union negotiations began today in consultation with Administrator & Treasurer. Wages increased, but ‘awards’ line item decrease. Police building utility building expenses (heat tape triggered higher heating costs, but decreased ice buildup). Evidence testing material, fuel, safety (vests) have increased in cost.
- 10-52200-180 Decrease \$200. Recognition Program Police.
 - 10-52200-360 Increase of \$2,000. Police Building Utilities Expense. In order to reflect more accurately what our expense is expected to be.
 - 10-52200-205 Increase of \$500. Investigative Expenses. Expense relating to testing evidence has increased and due to the increase in evidence materials this is needed.
 - 10-52200-260 Increase of \$1,000. Accreditation. In 2023 we have a three day on site which will increase our expense for this year. This will go back down in 2024.
 - 10-52200-343 Increase of \$1,000. Police Vehicle Fuel. To adjustment for rising fuel prices.
 - 10-52200-380 Increase of \$1,500. Police Body Armor. In anticipation of needing to hiring two patrol officers (part or full time).
 - 10-52200-392 Increase of \$3,200. Police Public Relations. This in anticipation of purchasing a community notification system for urgent messages for snow emergencies, water main breaks, outages, etc. This could be a shared expense.

Discussion: Duggan asked a question about chain of evidence to & from lockers; Lt Jones is only officer in evidence room. Current lockers are former middle school lockers. Brooks asked how fuel prices are calculated. \$3.50 (Reese), price & usage varies (Chad). Corridon asked what PD 911 services are for. Reese answered that county charges fees.

- (4). EMS – City Administrator Sergeant, increase in EMS salaries to accommodate full-time Chief Position and building improvements. Increase in building expense \$20,000-\$25,000 to widen ambulance bay door. Coordinating with Dale to reduce cost re: building modification.

Duggan question, bad debt expense?

- (5). Building Inspector/Fire – no report submitted, Colette provided verbal report regarding full time inspector & IT equipment.

Discussion: Brooks, collect funds on inspections & citations? Sergeant replied yes, but that there is no net gain. Duggan asked about professional development & Covid.

- (6). Economic Development – report shared under Community Development
(7). Community Development – report shared with Economic Development

- Economic Development budget included some rearrangement of expected expenditures. Net increase of \$1,000.
 - 10-56820-720 – Building Improvement Grant Fund – increased \$1,000 for grants
 - 10-56840-210 – Professional Services – increased \$5,000. This funding source is intended to provide marketing for vacant city-owned properties.
- Increases are due to cost of living adjustment for salaries and insurance costs.
- Other categories are largely unchanged from previous years.

Discussion –Corridon asked about cost of IT equipment budget. Duggan, Brandon’s fees, where does that money come from? Maybe salary comes from professional services budget.

8. Tourism – no written report, verbal report provided by Administrator Sergeant. Asked for \$50,000, big ticket projects including murals, even though collected revenue is down. No levy, funds collected through tax dollars, historical has built a small cushion i.e. towards marketing video, also grant funds.
9. Housing RLF – Jason Sergeant, if managed properly balance brought down to zero
10. Public Works – Chad Renly,
 - 10-53300-303 – DMV Registration Usage (local vehicle registration fee), an increase of \$98,000 from the previous year covered by the increase of the city’s wheel tax. These funds will be used for street repair projects such as, mill and overlays, crack filling, pothole repairs, and chip sealing.
 - 10-53300-360 – Building Utilities, an increase of \$1,250 for utility costs which have risen also the addition of the new maintenance garage expansion.
 - 10-53300-343 - Fuel, a requested increase of \$1,000. This is based on the overall increase in fuel costs.
 - 10-53300-355 – Building Maintenance, the overall building is old and has had higher maintenance costs and mechanical failures. We are requesting an increase of \$3,000 to help maintain the building as best as we are able. Update building lock system to ‘numeric’ pad

Discussion: Renly discussed specific line item Capital expenses in detail. Duggan clarification, Kubota owned by Water & Light will be purchased by City (W&L is buying a Polaris Ranger UTV). Morrison asked estimate of how much per year to crack seal. Renly answered \$100,000. Brooks asked timeline to exit current DPW building, Renly answered 10-12 years. Brooks reminded that Enterprise St work is included in Baker project.

11. Parks & Recreation

- 10-55720-320 Lake Leota Fish Stocking, the budget for 2023 will show \$10,000 but is not an increase. Due to the dam project, we are holding back on the stocking for 2022 and will apply the funds to 2023 once the project has completed.
- 10-55720-343 Fuel, due to the rise in fuel costs we are requesting an increase of \$1,200

Discussion: Renly detailed projected Capital Improvement projects (2023-2026) and long term department goals. Morrison question, band stand & warming house (Sergeant replied?) historical preservation? Fish stocking donation question, is that part of the \$10,000.

12. Cemetery

- 22-54640-361 Communications Expense – An increase of \$300 for the addition of an iPad that was purchased in 2022. The additional expense provides data for the device which allows Tim to make real time inquiries and adjustments to the cemetery's GIS mapping.
- 22-54640-343 Fuel Expense – An increase of \$1450 to cover the rise in gas prices.

Discussion: Renly detailed iPad benefits. Stuart asked about mowing parks/cemetery/soccer fields. Renly explained that cemetery grounds are rougher terrain and requires more repairs/maintenance of equipment. Corridon asked about truck use dual-purpose with DPW. Renly discussed Columbarium cost challenges.

13. Sewer/WWTP

- 60-53500-210 – WWTP Professional Services, an increase of \$2,000 is being requested to cover the regular expense of consultant fees for various projects around the plant. I expect this account to decrease some after 2023 projects.
- 60-53500-215 – Sludge Hauling, this \$14,500 increase is to stabilize the account from increased costs in hauling.
- 60-53500-295 – Accounting & Collections, an increase of \$2500 for sanitary department's portion of the NorthStar conversion
- 60-53500-741 – Clean Water Rebate, this is for the City's water softener program and is being carried over from year to year per ordinance. A large portion has been used in 2022 I expect less than \$20,000 to be transferred to 2023.
- 60-53510-210 – San Sew Professional Services, this is an increase of \$2,000 due to several projects happening in 2023 (i.e., Lift Station Control Panels)
- 60-53500-340 – General Plant Supplies, this cost increase is due to a rise in cost for polymer used for the dewatering screw press.

Discussion: Renly discussed success & increase in water softener rebate program i.e.1 individual is eligible for \$20,000. He detailed projected Capital Improvement

projects; some costs shared with other agencies as appropriate. He also detailed additional staffing needs as cost saving measure due to bringing tasks in-house.

14. Stormwater

- 61-53580-200 (Maintenance & Repairs) We are maintaining the cost of this fund line even though it has not been used. We have been fortunate the last few years with relatively dry summers allowing us to access retention ponds without the need to rent additional equipment.
- Overall, the operational portion of the budget will remain relatively flat with the exception of the dam repairs going into FY 23. There are no expected significant increases for storm waters normal operational expenses.

Discussion: Renly detailed projected Capital Improvement projects (2023-2026)

15. Water

- 62-52625-002 – Maint Pump Buildings & Equip, an increase of \$21,000 is requested for 2023. We had several unexpected repairs to the wells this year. We also have several maintenance items that need to be dealt with in 2023 including: a new booster pump, automated transfer switch and we need to pull and inspect one of the well pumps.
- 62-52650-002 – Maint Standpipe & Reservoir, a decrease of \$27,500 this is due to a break in required inspection and maintenance on the tower and reservoir.
- 62-52563-002 Maintenance Meters, a decrease of \$15,000 we now have the required stock needed to complete the AMI conversion project. We will maintain \$5,000 for normal operational expenses.
- 62-52902-002 & 62-52903-002 Operation Accounting & Collection / expense, \$20,385 of these funds are being used for the conversion to NorthStar software.
- 62-52933-002 Transportation Expense, \$31,500 of this line is for a new Polaris Ranger EV UTV listed below in capital, the remaining \$2500 is for general maintenance.
- 62-52654-002 Maintenance of hydrants, this will be the final batch of hydrants to be repainted on the system. The past few year's funds have been used to cover unexpected rise in costs or repairs. Rise in cost of \$2,000 expected for increase in material prices

Discussion: Renly detailed expenses & discussed projected Capital Improvement projects (2023-2026) and long term goals to bring projects in-house. Duggan asked when most recent water rate case; Renly answered last year. Morrison asked AMI currently at 212. Morrison asked about citizen's concerns about Covid and timeframe. Renly answered hoping summer 2023. Sergeant & Morrison discussed 10 year cycle. Morrison asked about ATV use on city streets. Sergeant replied that Patrick is researching and discussed 'neighborhood electric vehicle' usage in ordinance. Morrison highlighted spelling correction; Maas vs Moss

16. Electric

- 63-51592-210 Substation Prof Services – \$25,000 includes the design of work that is needed at the EVA substation (S. Union St Sub) and the PSC Construction Authorization for UTL substation (Marsh Rd)
- 63-51592-300 Substation Maintenance, \$100,000 this is the starting costs for the UTL substation work that will over the next few years add an additional transformer bay.
- 63-51591-300 Structure Maintenance, \$25,000 will be for pole testing and tagging, the remaining balance will be for system maintenance.
- 63-51582-300 Oper Substation Expenses, \$194,500 is a balance forward of borrowed money from the UTL transformer rebuild that was sold because of insufficient funding due to change orders. Money will be used for EVA upgrades and repairs to the middle bay which was hit by lightning this year.
- 63-51584-300 Oper UG Line, Phase 2 of the OH to UG project is being put on hold in order to fund other needed equipment items. Phase 2 is non critical and can wait until the rate case is completed and additional funds are available.
- 63-51902-300 & 63-51903-300 Acct & Collecting Expenses / Billing Supplies & Exp – the accounts are similar to what they fund. The amounts coded to them have been lopsided and the amounts have been switched. Also \$36,500 has been added to these accounts for the upgrade to the NorthStar software.
- 63-51930-330 Professional Dev/Training –A large portion of this expense is for the MEUW safety program which trains all Municipal Services staff on things like: first aid, CPR, bucket rescue, confined spaces, hearing conservation, flagger safety and more. This program is invaluable to the city's safety program. Rates with MEUW are increasing in 2023 an additional \$1,000 has been added as the electric utility bares a larger portion of this cost since many courses are geared toward the electric field.
- 63-51930-340 Tool & Equipment, in 2023 we are proposing the purchase of a set of forks for \$15,000 to safely move large transformers, currently we depend on BlueScope to come with a large fork machine. We are also looking to purchase a new wood chipper for \$80,000, the existing machine has had several mechanical breakdowns and has had multiple weld repairs holding it together. The machine is from the early 90's and is well overdue to be replaced. The remaining \$12,000 is for normal operational expenses.
- 63-51930-343 Transportation Fuel, we are requesting an increase of \$5,000. The reason for this increase is in part an increase in fuel prices as well as it's a newer fund line with which we are working on finding an average yearly cost for the electric department.
- 63-51930-350 Trans Maint, this fund line was greatly underfunded, an increase of \$8,000 has been added to cover the anticipated costs in vehicle and equipment maintenance. We have several pieces of equipment that are well past their 57 City of Evansville 2023 Draft Budget recommended replacement age and are experiencing very high maintenance costs.
- 63-51932-360 Building & Plant Utility Costs, An increase of \$4,000 for rising utility costs as well as the addition of the new garage space.

Discussion: Renly detailed budget highlights. Wood chipper is past its life & repairs are very expensive. Bucket trucks are past their lives, i.e. hydraulics are dangerous. Capital Improvement Projects (2023-2026) - Overhead lines have a lot of deferred maintenance; recommend to plan repairs/maintenance in small increments. Duggan asked what SCADA is; Renly answered warning alarm system for sparking events. Renly discussed long range plans to move overhead lines underground to secure services. Also discussed Sun Prairie's usage of One Point system to integrate capabilities. Renly would like to add fund lines.

17. Health and Human Services – no written report submitted.

Discussion: Sergeant discussed Creekside & Youth Center. Corridon asked about interim position. Brooks asked how often does City communicate with Creekside about funds supplied by City. Budgeted as Transportation, but no services before Covid; make sure expense is listed in budget accurately.

18. TIF Districts 5-9 – no written report

Discussion: Sergeant discussed TIF overall value estimates increased.

19. Debt Service – no written report

Discussion: no questions or discussion

20. Capital Fund – no written report

Discussion: Sergeant discussed policy vs capital projects.

21. General Government – no written report

Discussion: Sergeant noted that he had no specifics to highlight. Duggan noted 'citizen committees' fund line. Roberts noted object codes in spreadsheet. Duggan noted reduction is 'mayor salary' line item.

22. General Fund Revenue – no written report

Discussion: Sergeant noted that expectation is for reduced building permits

23. Summary – Sergeant noted potential changes & updates to budget items including police union negotiation, info from the state, wages, health insurance rate increase, energy costs, and general levy. Staff is working very hard to keep costs in line. Brooks asked for estimate if 2x increase in wage is not included.

Citizen Roger Berg asked when new mill rate will be finalized. Sergeant replied after budget is adopted after the November council meeting. Current estimate for city mill rate is 8.9. \$2.00 increase. Problem is going to price people out of their houses. New construction example; \$300,000 house generates \$8,000 in taxes.

Brooks replies by pointing out city services; police, garbage, lights, etc.

Berg points out affordability issue nationwide.

24. Adjourn, meeting was called to adjourn by Duggan at 8:03pm.

Julie Runk, Accounts Payable Intern

Leah Hurlley, Deputy Clerk